

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Education Application Date Application Number Office of Vocational Education Division of Vocational Instruction **Application Number** Date Completed Atlanta, Georgia MAY 1 8 1981 MAY 2.8 1981 2. Person to Contact Working Title Telephone Number 656-2560 Division Director Ed Word 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. ☑ Amend Application No. 81-16 Check One: ☑ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different)
DIVISION WIDE COMMON SCHEDULE 4. Dates of Series Earliest Latest To date Vocational Organizations Financial Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Vocational Youth Organizations is to provide the members opportunities to supplement through contests and special projects the traditional classroom education. The organizations are (1) the Distributive Education Clubs of America (DECA) for students enrolled in marketing or distributive education programs; (2) Future Business Leaders of America (FBLA) for students enrolled in business and office education programs; (3) Future Farmers of America (FFA) for students interested in all areas of agriculture; (4) Future Homemakers of America (FHA); (5) Georgia Association of Industrial Arts programs: (6) Vocational Industrial Clubs of America (VICA) for students enrolled in trade, industrial, technical and health occupations programs; and (7) Vocational Opportunities Clubs of America for students enrolled in the Coordinated Vocational Academic Education programs. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving, accounting for and disbursing of vocational organization funds at the state level. Included are: No Change. by vocational organization; thereunder chronologically by fiscal year. 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;

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9. Annual Rate of Accumula	ntion of Records			
Letter-size drawers	; Legal-size drawers	; Shelves	; Other (specify)	· · · · · · · · · · · · · · · · · · ·
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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education	Application Number
	Office of Vocational Education	81-16
Application Number	Division of Vocational Instruction	Date Received Date Completed
, ,	Industrial Arts Education	1-6-81 1-15-81
	Atlanta, Georgia	
2. Person to Contact	Working Title	Telephone Number
Samuel Powell	Assistant State	Supervisor 656-2543
b. Dispose of present ac	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One: ☐ Change; ☐ Superce 5. Records Series Title (followed by title used in office; if c	
Earliest Latest	·	
	Georgia Association of Industrial Arts Financial Files	Students in America (GAIASA)
1962 to date		:
6. Division and Office Function	What is the function of the Division and the Office in	n which this record series is created?
development of the S program standards re local school systems evaluation of local for local school sys for the purchase of	on at the secondary and postsecondary lev tate Plan for Vocational Education; devel lating to instructional areas; providing involving all phases of the instructiona school systems' vocational programs; revi tems' voactional facilities; reviewing re equipment; reviewing vocational education and in-service training programs; and su state level.	oping vocational education consultative services to l process; participating on ewing architectural plans quest from local systems instructional materials;
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7. Record Series Description	This file contains the following documents (include form in Attach samples of the file.	numbers and titles, if any):
Documents relating to: re	ceiving, accounting for, and disbursing o	f GAIASA funds.
Debit s Included are: audit r	heet, deposit sheet, cancelled checks, au eports.	thorization for payment, and
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File is arranged: chronol	ogically by fiscal year.	•
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	; Seven to twelve months old; Thirteen	to twenty-four months old;
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9. Annual Rate of Accumulation		
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	e. When one or t	two documents in the file m	nake it necessary to	keep the entire file for a long	g period, could these
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